

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 2/17/2015	(3) CONTACT/PHONE Jim Bergman, Director/805-781-5708	
(4) SUBJECT Report on Department of Planning and Building Priorities. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board provide direction regarding any changes to the department priorities as set by the department.			
(6) FUNDING SOURCE(S) Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT { } Consent    { } Presentation    { } Hearing (Time Est. ____ ) <b>{X}</b> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS { } Resolutions    { } Contracts    { } Ordinances <b>{X}</b> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5 Vote Required <b>{X}</b> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY { } N/A    DATE: <u>Sep, Oct, Nov 2008; Jan, Feb, Sep 2009; Jan, Aug, Nov 2010; Jan, Mar, Jun, Oct 2011; Feb, Oct 2012; Feb, Oct, Dec 2013; Mar, Oct 2014.</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Jim Bergman, Director

DATE: 2/17/2015

SUBJECT: Report on Department of Planning and Building Priorities. All Districts.

## **RECOMMENDATION**

It is recommended that the Board provide direction regarding any changes to the department priorities as set by the department.

## **DISCUSSION**

### **Background**

Beginning in October of 2008, the Department of Planning and Building has been providing reports to the Board of Supervisors on department workload and priorities. On October 14, 2014, the department presented the latest comprehensive priority and workload update to the Board.

### **Four Guiding Department Priorities**

As part of past actions, the Board has established four guiding priorities for the department. These guiding priorities are used during preparation of the department budget each fiscal year and to determine which projects are a part of the "Priority" list.

- (1) Paying customers are not adversely affected;
- (2) Mandates are accomplished;
- (3) That the department should focus on those items that forward the goals and the implementation of a Comprehensive County Energy Strategy; and
- (4) That the department should focus on those items that forward the goals and the implementation of a County Economic Strategy.

### **Department Priorities**

The department had set four areas to focus on during FY 2014-15 using the four guiding priorities as defined above. These four focus areas are referred to as BELS and include:

- **Balance** (of human needs, growth, a safe built environment and limited natural and economic resources),
- **Education** (promote the values of good planning and building through education and outreach),
- **Leadership** (results oriented leadership that promotes empowerment, transparency, trust, respect and teamwork), and
- **Service** (serve our community with timely and professional service to our customers and stakeholders).

### **Attached Tables**

The attached tables have been updated and reflect both the priorities as set forth by your Board and the adopted FY 2014-15 budget (See Exhibit A for additional information). The shaded items in the tables note the current and proposed "Top" priorities. The tables also note where a project or program is an implementation measure identified in an adopted General Plan Element. In addition, the tables reflect

additional business operation and technical support priorities that are needed to provide improvements to customer service and to increase County operational effectiveness, such as the conversion of microfiche to scanned documents and the replacement of the permit tracking system. Tables 4, 5, and 6 include all programs from the County's General Plan. The last column notes which, if any, of the four guiding priorities apply. For a summary of the content included in Tables 1 – 6, refer to Exhibit A.

### **Completed Priority Items**

The following items were completed since the October 2014 update.

### **Proposed Top Priorities**

Based on direction from your Board, the department proposed the "Priority List" and update as follows:

- **Complete Paso Robles Groundwater Basin (PRGWB) Urgency Ordinance Implementation**  
*Status: In Progress.* On August 27, 2013, your Board adopted an Urgency Ordinance covering a majority of the PRGWB that requires new uses to offset their water demand at a ratio of 1:1 and new wells to be metered and monitored by the property owner. On October 1, 2013, your Board took action to provide direction to staff relative to implementation of the ordinance. Implementation includes preparation of a County Approved Conservation Program for both new development (residential and commercial) and agricultural offsets. The new development offset program was approved by your Board on February 25, 2014 and began in April 2014. On October 28, 2014, your Board directed staff to continue to a date uncertain the establishment of an Agricultural Water Conservation Program (Agricultural Offset program developed by the Upper Salinas-Las Tablas Resource Conservation District) for new irrigated agriculture in the Paso Robles Groundwater Basin. On February 3, 2015 your Board directed staff to not include the Agricultural Offset program as part of the Countywide Water Neutral New Development program and Implementation of the ordinance for Urban/Rural Water Conservation Offset Program (Plumbing Retrofit requirements and Turf Removal Incentives), is ongoing.
- **Complete the Public Review Drafts of Various General Plan and Ordinance Amendments Relating to Water Demand and Supply**  
*Status: In Progress.* In May 2014, your Board directed staff to begin work on five water programs: retrofit on sale, new landscape requirements, water neutral new development in Level of Severity III basins (including new irrigated agriculture), water waste prevention, including agricultural water waste, and providing incentives for reductions in outdoor water use. In July 2014, your Board directed the department to prioritize these programs so that water neutral new development and water waste prevention ordinances are brought to the Board prior to the expiration of the Paso Robles Groundwater Basin Urgency Ordinance on August 27, 2015. On February 3, 2015, your Board directed staff to stop working on the development of several water programs: retrofit on sale, water neutral new development in Level of Severity III basin for new irrigated agriculture, and the water supply study preparation mandate for land divisions. Your Board also directed staff to develop Best Management Practices in the Agricultural Element of the General Plan and educational outreach regarding increased water agricultural water efficiency efforts instead of developing a permanent agricultural water-waste prevention ordinance.
- **Complete the Draft Los Osos Habitat Conservation Plan (begin Fish and Wildlife agency review) and Complete the Los Osos Community Plan Update**  
*Status: In Progress.* Consultation between agencies and County staff is occurring on the Habitat Conservation Plan and Environmental Impact Report/Environmental Assessment. Public review of the draft plan and EIR/EA is scheduled to be released in spring 2015. The Board authorized preparation of the Los Osos Community Plan update in December 2012. Initial public outreach for the community plan was conducted through LOCAC and a staff-prepared on-line community survey. A Public Review Draft Community Plan is now available for review at the department offices, the Los Osos Library and on the department's website. The plan will be consistent and coordinated with the draft groundwater Basin Management Plan and the draft Habitat Conservation Plan. In the next few months, a consultant will be selected to prepare an Environmental Impact Report for the Community

Plan.

- **Complete the Draft of a Renewable Energy Combining Designation and Related Ordinance Amendments for Implementation**  
*Status: In Progress.* The California Energy Commission (CEC) has awarded the County a Renewable Energy and Conservation Planning Grant of \$638,152 to fund a Renewable Energy Streamlining Program (RESP). The RESP includes amendments to revise policies, combining designations and ordinances to streamline development of renewable energy projects in areas of the county that meet selected criteria. Also includes preparation of an Environmental Impact Report (EIR) that evaluates specific areas proposed for a new Renewable Energy (RE) combining designation based on mapping of resources, infrastructure and environmental constraints. The grant agreement with the CEC was approved by your Board on July 9, 2013, and a contract for a consultant team to perform the work in conjunction with County staff was approved on August 13, 2013. The draft streamlining program and Draft EIR were released on November 27, 2014 for public review and comment. The County Planning Commission conducted a RESP study session on January 8, 2015 and two of three scheduled public hearings on January 22, 2015 and February 26, 2015. Board of Supervisor hearings are tentatively scheduled for the General Plan Amendment Winter Cycle on March 10, 2015 and March 24, 2015. The County needs to take final action on the RESP program in March 2015 per the terms of the grant agreement.
- **Complete Workforce Housing Policy Amendments**  
*Status: In Progress.* Amendment by the County of San Luis Obispo of Title 22 of the County Code, and the Land Use Ordinance, to incorporate a Workforce Housing Ordinance. The requested modifications include the creation of a pilot program encouraging the development of housing that is affordable to San Luis Obispo County's workforce. This is accomplished through reduced minimum lot sizes and flexible development criteria for standard subdivisions. Workforce housing subdivisions are meant to facilitate the creation of small fee-simple lots to accommodate infill housing within existing communities. Workforce housing subdivisions would be a development tool available in Residential Single-Family or Residential Multi-Family land use categories within the Inland areas of the County.
- **Resource Management System Biennial Report**  
*Status: In Progress.* This draft report on the status of resources and infrastructure has been completed by the consultant, and has been distributed for public review and comment. Following public review, including review by the Water Resources Advisory Committee, the Board is expected to consider the final Biennial Report on April 14, 2015.
- **North County Service Center**  
*Status: In Progress.* For the first time, we now provide planning and building services in the north county. We opened on July 14, 2014 and have seen a steady increase in customers each week. We are open three days per week (M-W-F). We are finding that being in the same office with the Clerk-Recorder and Assessor is helpful to all our customers. Staff will continue to collect customer data and formulate future staffing recommendations to improve service levels.
- **Update the San Miguel Community Plan**  
*Status: In Progress.* Following a successful community outreach process and preparation of an administrative draft plan by the City and Regional Planning Department at Cal Poly, the Board, on November 1, 2011, authorized the community plan update. Grant funding was received to complete technical background reports most of which are complete. A public review draft of the Community Plan update was released in June 2013. The preparation of an Environmental Impact Report is underway. The Draft Environmental Impact Report and Public Hearing Draft community plan are expected to be released in summer or fall 2015. This comprehensive community-based plan will help shape new growth and development, enhance the quality of life, and bring vitality to San Miguel.
- **Prepare Ordinance Amendments to Revise Standards to Encourage In-Fill Development**

*Status: In Progress.* The department received a grant to complete amendments that would evaluate and revise existing ordinances to facilitate development in-fill sites in urban areas in compliance with the County's strategic growth policies. A phased set of ordinance amendments to encourage infill development that fits in with existing neighborhoods and community character has been prepared. The first phase of amendments focuses on permit streamlining for infill development. The project consultant also prepared a "Great Communities Design Toolkit" that illustrates a range of "development types," along with examples of planning and design recommendations. The toolkit contains guidelines and is an informational document. It is already being used as a public outreach tool as part of the San Miguel and Los Osos Community Plan updates.

## **Summary**

The attached tables illustrate that the department has a large number of programs being worked on in addition to many complicated permit applications (see Exhibit B for a representative sample of major development projects in process). The four guiding priorities established by your Board are directing how the department is prioritizing completion of these programs and permit applications. Timing of completion is based on the availability of staff resources, the need to complete mandated programs and continuing to provide responsive service to our customers who are processing applications for permits.

In order to complete the items that are on the department's workload tables and on the Priority List, all staff as currently allocated under the department's Position Allocation List (PAL), including the additional limited term positions, are necessary. All staff, including vacancies, are fully allocated to projects and programs on the Priority List.

Currently the department estimates that in order to complete the revenue generating items on Table 1, 45.5 FTE (full time equivalent) positions are needed. The mandated and budgeted programs on Tables 2 and 3 require an approximate additional 51 FTE positions. The department currently has 96.5 FTE positions on the Position Allocation List (PAL) and at this time, seven of these positions are vacant but are actively being recruited.

The Planning and Building Department will continue to provide updates to your Board relative to the department's priorities and progress towards completion of our assigned workload. The next update will be in October 2015.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

The department regularly coordinates with County Counsel, Public Works, County Parks, Agricultural department, Environmental Health, Air Pollution Control District, Local Agency Formation Commission, San Luis Obispo Council of Governments, Airport Land Use Commission, Cal Trans, Cal Fire, and California Coastal Commission. Continued collaboration and coordination between these agencies and others will occur as the department strives to continuously improve.

## **FINANCIAL CONSIDERATIONS**

Completion of programs that are not revenue-offset requires General Fund support. The level of General Fund support is determined each fiscal year through the Department's approved budget. In the proposed budget for FY 2015-16, revenues were estimated at \$6,992,830, expenditures at \$12,912,380 and General Fund support at \$5,919,550.

## **RESULTS**

The discussion with the Board will provide more clarity about the overall workload, priority of workload items and specific programs for the Department to focus on FY 2014-15 and looking ahead at budgeting for FY 2015-16, consistent with the countywide goal of a Well-Governed Community.

**ATTACHMENTS**

1. Exh A\_priority lists-Tbls 1-6\_Feb 2015\_final
2. Exh B\_MAJOR DEVELOPMENT PROJECTS IN PROCESS\_Feb 2015\_FINAL
3. Exh C\_Department Organization Chart